

7/8/11

Highlighted Opportunities

Development and Communications Coordinator

Organization: Wyck Association, Philadelphia

Job Categories:

Administrative, Development, Marketing & Public Relations, Philadelphia County (PA), Historic/Cultural Preservation, Museums, Science, Nature, & Gardens

Position Description:

The Development and Communications Coordinator will work with the Executive Director, Board Development Committee, and other staff and volunteers in support of all aspects of Wyck's annual fundraising and marketing efforts. This position is part-time, averaging 18- 20 hours per week to start, including occasional evening and weekend hours. \$15 to \$17 per hour. This position reports to the Executive Director.

Responsibilities:

- Managing membership and individual donor records, database segmentation
- Gift processing and acknowledgement through DonorPerfect
- Process all earned and contributed income and take deposits to bank
- Coordinating the annual fund and membership solicitations and follow-up
- Assisting with donor and member cultivation events and activities
- Providing primary staff support and coordination of one special event with Board committee
- Overseeing implementation of our new marketing plan
- Coordinating electronic communications with other staff as needed
- Make website updates
- Develop and manage social media efforts
- Design and mail promotional mailings for programs
- Assist in tracking and measuring the success of various cultivation, communication and solicitation strategies
- Assist with program administration and visitor services as needed
- Take mail to post office daily and maintain office supply of postage
- Answer and direct telephone calls and general e-mail inquiries
- Other duties as assigned by the Executive Director

Qualifications:

- Two years experience with fundraising and/or nonprofit management required.
- Strong written and verbal communications skills are also required.
- An ability to work as part of a team but also independently is essential.
- Excellent organizational skills are required as is an ability to juggle multiple projects with a high level of accuracy and meet deadlines.
- Technologically savvy, able to update our website through wix.com, promote Wyck through social media, design promotional materials using Adobe InDesign, effectively manage our DonorPerfect database, as well as be proficient in Microsoft Office programs.
- A bachelor's degree in English, Journalism, Communications or a related field is preferred.
- Personal interest in history, museums, preservation, decorative arts, gardening, or sustainable agriculture a plus.

About Us: Wyck, an historic house and garden and National Historic Landmark located in located in the Germantown section of Philadelphia. Our mission is to tell the story of Wyck, the quietly elegant home, historic gardens, farm buildings, and collection of objects and papers that reflect the everyday life of one Philadelphia family over three hundred years. Wyck's programs reflect the family's passion for education, Quaker simplicity, and natural history and horticulture. Wyck is committed to enriching and strengthening community life.

To Apply:

Submit your resume, cover letter, and a short writing sample to Eileen Rojas, Executive Director, Wyck Association, 6026 Germantown Avenue, Philadelphia, PA 19144 or erogas@wyck.org. No phone calls please.

Education Level: Bachelor's Degree

Posted: 07/07/2011 Expires: 08/06/2011

Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date.**

Job title: Adolescent Treatment Services Coordinator

Opening date: 7/2/2011

Final filing date: Jul 8 2011 11:5

Recruitment number: 070111-MDDZ02-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070111&R2=MDDZ02&R3=370400>

Job title: Judicial Case Processor I

Opening date: 7/2/2011

Final filing date: Jul 8 2011 11:5

Recruitment number: 063011-MAFC01-21300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MAFC01&R3=21300>

Job title: Medical Records Technician

Opening date: 7/2/2011

Final filing date: Jul 8 2011 11:5
Recruitment number: 062911-MAAG01-351100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MAAG01&R3=351100>

Job title: Administrative Specialist I
Opening date: 7/2/2011
Final filing date: Jul 8 2011 11:5
Recruitment number: 070111-MAAA01-370100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070111&R2=MAAA01&R3=370100>

Job title: Correctional Lieutenant
Opening date: 6/30/2011
Final filing date: Jul 9 2011 11:5
Recruitment number: 062911-MBDB04-380600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MBDB04&R3=380600>

Job title: Psychiatric Social Worker II
Opening date: 7/6/2011
Final filing date: Jul 12 2011 11:5
Recruitment number: 070111-MDDR02-351100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070111&R2=MDDR02&R3=351100>

Job title: Physical Plant Maintenance/Trades Mechanic I
Opening date: 7/6/2011
Final filing date: Jul 12 2011 11:5
Recruitment number: 063011-MCCK02-100200
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MCCK02&R3=100200>

Job title: Child Support Specialist I
Opening date: 7/6/2011
Final filing date: Jul 12 2011 11:5
Recruitment number: 062911-MDDA01-351000
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDDA01&R3=351000>

Job title: Accountant
Opening date: 6/30/2011
Final filing date: Jul 13 2011 11:5
Recruitment number: 062911-MABB01-600100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MABB01&R3=600100>

Job title: Information Resources Specialist I
Opening date: 7/7/2011
Final filing date: Jul 13 2011 11:5
Recruitment number: 070611-MEBA01-200300
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MEBA01&R3=200300>

Job title: Analytical Chemist II
Opening date: 7/6/2011
Final filing date: Jul 13 2011 11:5
Recruitment number: 062911-MGBA02-650100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MGBA02&R3=650100>

Job title: Equipment Operator I

Opening date: 7/7/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 070611-MCCC01-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MCCC01&R3=550400>

Job title: Administrative Specialist I

Opening date: 7/7/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 070511-MAAA01-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070511&R2=MAAA01&R3=350600>

Job title: Administrative Specialist I

Opening date: 7/7/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 070511-MAAA01-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070511&R2=MAAA01&R3=350100>

Job title: Controller

Opening date: 7/6/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 062911-MABB06-650100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MABB06&R3=650100>

Job title: Management Analyst III

Opening date: 7/7/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 070111-MFDB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070111&R2=MFDB03&R3=350500>

Job title: Accounting Technician

Opening date: 6/30/2011

Final filing date: Jul 13 2011 11:5

Recruitment number: 062911-MABA01-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MABA01&R3=600600>

Job title: Physical Plant Maintenance Superintendent I

Opening date: 7/8/2011

Final filing date: Jul 14 2011 11:5

Recruitment number: 070711-MCCK07-200900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070711&R2=MCCK07&R3=200900>

Job title: Administrative Officer

Opening date: 7/8/2011

Final filing date: Jul 14 2011 11:5

Recruitment number: 070711-MAHZ01-370100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070711&R2=MAHZ01&R3=370100>

Job title: Family Service Specialist

Opening date: 7/8/2011

Final filing date: Jul 14 2011 11:5

Recruitment number: 070611-MDDQ01-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDDQ01&R3=370500>

Job title: Administrative Specialist I

Opening date: 7/8/2011

Final filing date: Jul 14 2011 11:5

Recruitment number: 070611-MAAA01-350501

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MAAA01&R3=350501>

Job title: Administrative Specialist I

Opening date: 7/8/2011

Final filing date: Jul 14 2011 11:5

Recruitment number: 070611-MAAA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MAAA01&R3=350500>

Job title: Management Analyst II

Opening date: 7/2/2011

Final filing date: Jul 15 2011 11:5

Recruitment number: 063011-MFDB02-400100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MFDB02&R3=400100>

Job title: Unemployment Insurance Field Agent

Opening date: 7/2/2011

Final filing date: Jul 15 2011 11:5

Recruitment number: 063011-MABZ18-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MABZ18&R3=600600>

Job title: Employment Services Specialist I

Opening date: 7/2/2011

Final filing date: Jul 15 2011 11:5

Recruitment number: 063011-MDDB01-600900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MDDB01&R3=600900>

Job title: Correctional Officer/Trades Instructor III

Opening date: 7/8/2011

Final filing date: Jul 17 2011 11:5

Recruitment number: 070611-MCCJ03-380400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MCCJ03&R3=380400>

Job title: Associate Fiscal and Policy Analyst

Opening date: 7/5/2011

Final filing date: Jul 18 2011 11:5

Recruitment number: 070111-MABH01-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070111&R2=MABH01&R3=100200>

Job title: Environmental Program Administrator

Opening date: 7/1/2011
Final filing date: Jul 21 2011 11:5
Recruitment number: 062811-MGCD03-400100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062811&R2=MGCD03&R3=400100>

Job title: Planner IV
Opening date: 7/2/2011
Final filing date: Jul 22 2011 11:5
Recruitment number: 063011-MFEA04-400100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MFEA04&R3=400100>

Job title: Planner II
Opening date: 7/6/2011
Final filing date: Jul 26 2011 11:5
Recruitment number: 063011-MFEA02-400100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=063011&R2=MFEA02&R3=400100>

Job title: Nursing Supervisor
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB04-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse
Opening date: 2/18/2011
Final filing date: Aug 17 2011 11:5
Recruitment number: 011411-MDGB05-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I
Opening date: 2/26/2011
Final filing date: Aug 25 2011 11:5

Recruitment number: 022311-MCCH01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 030211-MDCD02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 022811-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II

Opening date: 3/16/2011

Final filing date: Sep 12 2011 11:5

Recruitment number: 020111-MDFA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 031411-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 030111-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>

Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director

Opening date: 5/3/2011

Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist

Opening date: 5/28/2011

Final filing date: Nov 24 2011 11:5

Recruitment number: 052411-MDEA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II

Opening date: 6/25/2011

Final filing date: Dec 21 2011 11:5

Recruitment number: 062311-MDGB02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062211-MDCD02-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III

Opening date: 6/25/2011

Final filing date: Dec 22 2011 11:5

Recruitment number: 062411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

Job title: Registered Nurse II

Opening date: 7/8/2011

Final filing date: Jan 4 2012 11:5

Recruitment number: 070611-MDGB02-380200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDGB02&R3=380200>

See Below for Opportunities Recently Posted in the Cape Gazette

Help Wanted

[Administrative RN Nurse](#) - Mid-Atlantic Family Practice

[Aesthetician, Salon Positions](#) - Stephan & Co. Salon and Spa

[Bank Tellers](#) - County Bank
[Caring People](#) - Home Instead Senior Care
[Clinical Dental Assistant](#) - The Dental Group
[CNAs](#) - Cadia Rehabilitation-Renaissance
[Community Leader](#) - Tunnell Companies, L.P.
[Construction Job Opportunities](#) - Dewson Construction Co.
[Counselors/Clinicians](#) - Connections CSP
[Counter Person](#) - Capitol Cleaners
[Dental Hygienist](#) - Dagsboro Dental Office
[Dental Hygienist](#) - Dr. Curtis Leciejewski
[Early Childhood Assistant](#) - Sussex Family YMCA
[Estimator](#) - Capstone Homes
[Experienced Cook](#) - Bob Evans Restaurant
[File Clerk](#) - Delaware Cardiovascular
[Front Office Position](#) - Delaware Cardiovascular
[Groomer](#) - Doggies at the Beach
[Hairstylist](#) - Assisted Living Facility
[Housekeeping](#) - Inn at Canal Square
[Job Opportunities](#) - Bayhealth
[Lawn Care Tech.](#) - Naturalawn
[Licensed Agents](#) - M Insurance Services
[Municipal Town Clerk](#) - Town of Milton
[Office Manager/Bookkeeper](#) - Business in Rehoboth
[Outpatient Therapist](#) - Delaware Guidance Services
[Plumber, Drain Tech, Water Jet](#) - Clendaniel
[Pool and Spa Cleaning Person](#) - Aqua Leisure Plus
[Preschool Teacher/Director](#) - Goshen United Methodist Church
[Registered Nuclear Tech](#) - Cardiovascular Consultants
[RN with ACLS](#) - Surgical Center
[Sales Associates](#) - The Sunglass Co.
[Sales Person](#) - The Perfume Shoppe
[Service Techs, Installers](#) - After Hours Hearing and Air
[Store Clerk and Deli Help](#) - Hazzards Savannah Stop

Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted	
Data Center Technician	Technisource	Bear, DE	Jul-08	Apply
Sales - Insurance Agent - Experienced & Entry Level Sales	Bankers Life and Casualty	Dover, DE	Jul-08	Apply
Case Manager - Adult Behavioral Health	NHS Human Services	Sharon Hill PA 19079, DE	Jul-08	Apply

<u>Senior Tax Manager - Wilmington</u>	The Siegfried Group, LLP	Wilmington, DE	Jul-08	Apply
<u>Teller and Banker</u>	Citizens Bank	Georgetown, DE	Jul-08	Apply
<u>Agency Director - Home Health</u>	Addus HealthCare, Inc.	Dover, DE	Jul-08	Apply
<u>Travel Consultant Corporate Senior</u>	BCD Travel Corporate	Wilmington, DE	Jul-08	Apply
<u>District Manager - RadioShack</u>	RadioShack	Bear, DE	Jul-08	Apply
<u>Loan Administration Manager 2</u>	Wells Fargo	DOVER, DE	Jul-07	Apply
<u>Loan Administration Manager 3</u>	Wells Fargo	DOVER, DE	Jul-07	Apply
<u>Patient Care Technician</u>	Fresenius Medical Care	Seaford, DE	Jul-07	Apply
<u>Clinical Manager - 5K Sign On Bonus!</u>	Fresenius Medical Care	Smyrna, DE	Jul-07	Apply
<u>Data Entry/Mail Clerk - Newark, DE</u>	The Mergis Group	Newark, DE	Jul-07	Apply
<u>Risk Analytic Engineer (Risk Manager)</u>	Chase	Wilmington, DE	Jul-07	Apply
<u>Decision Technology Senior Manager</u>	Chase	Wilmington, DE	Jul-07	Apply
<u>Customer Service Rep</u>	Coventry Health Care	Newark, DE	Jul-07	Apply
<u>Embedded Developer</u>		Newark, DE	Jul-07	Apply
<u>Yield Accountant</u>	Relevante, Inc	Delaware City, DE	Jul-07	Apply
<u>Project Manager - Application Development</u>	Modis	Wilmington, DE	Jul-07	Apply
<u>PRINT BUYER PRODUCTION SPECIALIST (6 months)</u>	Adecco	Wilmington, DE	Jul-07	Apply
<u>Maintenance Mechanic</u>	Synerfac Technical Staffing	New Castle, DE	Jul-07	Apply

<u>Occupational Therapist / OT</u>	Liberty Healthcare Corporation	Smyrna, DE	Jul-07	Apply
<u>Senior Accountant</u>	Santora CPA Group	Newark, DE	Jul-07	Apply
<u>Customer Solutions Representative</u>	Spherion Staffing Services	Newark, DE	Jul-07	Apply
<u>Digital Sales Specialist</u>	The News Journal (Wilmington, DE)	New Castle, DE	Jul-07	Apply

See Below for Jobs Recently Posted in the Dover Post

- **PARDEE GAS CO** in Dover, De. has an opening for a Sales Person. Prefer an individual with propane and appliance sales experience or commission based pay plan. We offer an excellent benefit plan, dental prescription and 401K. **Interested parties can contact Mike Carcich 302-734-5877 or send resume to P.O. Box 716 Dover, De. 19903**
- **PART-TIME LEASING CONSULTANT** Very flexible , available to work weekends. Experience preferred but not necessary. Woodcrest Arms Apartments 892 Woodcrest Drive Dover, De 19904 **Please reply to jmcmillan@ morgan-properties.com or Call 302-674-1641 Contact Janelle McMillan**
- **BANK TELLERS Two Part-Time Teller Positions** Open at the Long Neck branch of County Bank. Previous experience is desired. EOE Please send resume to: County Bank Director of HR 19927 Shuttle Road Rehoboth Beach, De. 19971
- **DELIVER THE PHONE BOOKS** Work Your Own Hours, Have Insured Vehicle, Must be at least 18 yrs old, Valid DL. No Experience Necessary. **1-800-518-1333 Ext. 224 www.deliverthephonebook.com**
- **Excavator Operator** Experienced track hoe excavator operator. Job is located in Kent County, DE. Daisy Construction & skilled pipe laborers. Top wages, 401k, health plans avail. Interested applicants contact Operations Manager at 302-658-6642 x3016 or sdelsignore@daisyconstruction. Com
- **BACK COUNTER PARTS SALES** Dealership experienced preferred. Knowledge of Heavy Duty Truck Parts necessary. **Mail resume to:** P.O. Box 603 Dover, De. 19903 **Fax to:** 302-735-1841 **or email resume to:** mweyandt_@yahoo.com
- **P/T ASST MANAGER** wanted for Self Storage facility in Newark/New Castle area. Need good sales skills and computer proficiency. **Email resume to employment@ storeatsentinel.com or fax to 302-999-0076**
- **RECREATIONAL VEHICLE TECH** Needed for very busy store, Master Certified preferred. But not necessary. Must have knowledge of 12V, 110V, LP Gas, General Repair. Must be available on some saturday. Ask for Ron Moore 302-424-4505
- **FOOD PREP/ BANQUET STAFF** Part-time positions avail. immed. Min. qual 3-5yrs exp. front and

back of house, banquet prep and cooking. Upon employment, candidate must provide evidence of negative TB test results, and favorable criminal background check. Day, evening and/ or weekend hours possible. Hourly wage based on exp. Fax, email or send letter of application and resume to: **Betsy Jones, Director POLYTECH Adult Education P.O. Box 102 Woodside, DE 19980** betsy.jones@polytech.k12.de.us EOE

- **QUALITY CONTROL ANALYST** A national leader in plastic injection molding has an immediate opening at it's Delaware facility. The ideal candidate will have a minimum of 5 years experience in Quality control including ISO and must be proficient in MS office applications. Letica offers an impressive compensation and benefit program including health, dental, and vision programs with no premiums, 401(k) plan, and much more. Qualified candidates should email their resume in Word format with salary requirements to: cangle@letica.com or send it to **Letica Corporation Attn: Human Resources 801 Industrial Dr. Middletown, De. 19709 302-378-9856** EOE M/F/D/V
- **Christian Education Director**, p/t, local church, manage all educ aspects, exc. interpersonal skills. Respond to required. Respond to: aj3840@comcast.net
- **Part Time Office Support/ Front Desk** Hockessin Busy firm in Hockessin village looking for a good organizer to assist with the day to day running of the office. Job is located in Hockessin, DE. Gillespie Hall **Interested applicants contact Lori Seamanat or lori@gillespiehall.com**
- **Respiratory Therapist** Kent Pulmonary Associates in Dover, DE is seeking a full-time RRT or CRT Respiratory Therapist. Rehab experience is desired but not required. We offer a competitive salary and benefits including health insurance and 401K. Interested candidates should fax their resume to the Hiring Manager at (302)674-7156
- **SCHOOL BUS DRIVERS NEEDED** Capital & CR Districts. Must have or be willing to obtain a CDL License. **Call 302-697-7676 Begin Training Now**
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.

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[Outlet, Part-Time Sales Associate, Outlet Division...](#) - new

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